

## CHECKLIST FOR BRIEFS

### COVER OF BRIEF (Fed. R. App. P. 32(a)(2)):

- \_\_\_ Sixth Circuit case number
- \_\_\_ Heading: "United States Court of Appeals for the Sixth Circuit"
- \_\_\_ Title of case
- \_\_\_ Nature of proceeding and name of court, agency or board below
- \_\_\_ Title of brief (example "Appellant's Brief")
- \_\_\_ Names(s) and address(es) of counsel filing the brief

### CONTENTS (Fed. R. App. P. 28, 6th Cir. R. 28):

- \_\_\_ Corporate Disclosure Form
- \_\_\_ Table of Contents
- \_\_\_ Table of Authorities (alphabetically arranged, statutes and other authorities)
- \_\_\_ Statement in support of oral argument
- \_\_\_ \*\*\*Page limitation, word or line count begins here . See Fed. R. App. P 32(a)(7)
- \_\_\_ Jurisdictional statement
- \_\_\_ Statement of issues
- \_\_\_ Statement of the case
- \_\_\_ Statement of facts **with references to record** (Samples below)
- \_\_\_ Summary of argument
- \_\_\_ Standard of review (for each issue which may appear in discussion of each issue or under separate heading placed before discussion of issues)
- \_\_\_ Argument with **references fo record and citations to case law, statutes and other authorities** (Samples below)
- \_\_\_ Signed conclusion
- \_\_\_ \*\*\*Page limitation, word or line count ends here.
- \_\_\_ Certificate of Compliance, if required by Fed. R. App. P. 32(a)(7)(C)
- \_\_\_ Dated Certificate of Service
- \_\_\_ Addendum (see 6th Cir. R. 30 for required documents)

### TYPEFACE AND LENGTH (See Fed. R. App. 32(a)(5) and (a)(7):

- \_\_\_ Typeface either proportionally-spaced font at 14 point (such as CG Times or Times New Roman) or monospaced font at 12 point (such as Courier New)
- \_\_\_ Length for principal briefs: 30 pages OR up to 14,000 words (proportional fonts) OR up to 1300 lines (monospaced font)
- \_\_\_ Length for reply brief: 15 pages OR up to 7,000 words (proportional fonts) OR up to 650 lines (monospaced font)
- \_\_\_ Briefs using the 14,000 word or 1300 line limits must include word or line count in certificate of compliance (see Fed. R. App. P. 32(a)(7)(C))
- \_\_\_ Headings, footnote and quotations count toward word or line limitations
- \_\_\_ For Death Penalty briefs, see 6th Cir. R. 22(c)(8)

## MISCELLANEOUS:

- \_\_\_ Footnotes must be same sized text as body of brief
- \_\_\_ Pages serially paginated
- \_\_\_ Text double-spaced
- \_\_\_ Margins: at least 1" on all four sides
- \_\_\_ Pre-Sentence Investigation Reports in criminal appeals, see 6th Cir. R. 10(a)(3)

## EXAMPLES:

Times New Roman at 14 point

Courier New at 12 point

References to lower court or agency record must be clear. Abbreviations may be used such as R or RE for district court record entry number on docket or TR for transcript or AR for administrative record.

Examples: Appellant's Motion for Summary Judgment, RE #21, pp. 2-5  
Plaintiff's Trial Testimony, RE #53, p. 1  
Plea Agreement, R. 44  
TR. 12/5/03  
A.R. at 190-191  
RE. 33: Trial Tr. 8/30/04 at 7, 89, 112-113  
R. 32: Decision on Merits, p. 7